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**OPERATIONS COORDINATING BOARD
Washington 25, D. C.**

4 May 1959**MEMORANDUM****TO: OCB Professional Staff****FROM: Chief, Intelligence Liaison Staff****SUBJECT: Timing of Intelligence Support Annexes**

In conjunction with the current shift in OCB procedures regarding its Reports and Operations Plans, CIA has agreed to submit its intelligence annexes to upcoming Operations Plans six weeks before the latter are due to the Executive Officer. This early scheduling is being effected in order to make the intelligence annexes as useful as possible in the preparation of the Operations Plans.

An updating of the intelligence annex will be made normally on the date that the Operations Plan is due to the Executive Officer. This updated draft of the annex will be aimed at the version of the Operations Plan going to the Board Assistants. In instances where the Board Assistants determine that the Operations Plan should be brought to the Board's attention, and the annex needs further updating, this will be done by the Tuesday following the Board Assistants' meeting.

CIA is shifting to the new scheduling of annexes beginning with these OCB Operations Plans due to the Executive Officer as of May 13.

The IL staff is ready to assist at any time when you have problems with regard to an intelligence annex.

**cc: OCB Professional Staff
Members**

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